

State of New Hampshire Job Posting  
NH Liquor Commission  
Program Assistant II  
Division of Enforcement  
US:NH:CONCORD  
Labor grade 15  
Position #14279  
\$32,194.50 - \$37,752.00  
Closes : July 22, 2016

**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE A STATE APPLICATION.**

**To obtain an application, go to; <http://www.nh.gov/liquor/employment.shtml>**

**Summary:**

Reviews and audits Direct Shipper reports for completeness and proper reporting in accordance with NH Liquor Laws, administrative rules and Federal Alcohol regulations. Communicates with the Direct Shipper community both verbally and in written form.

**Responsibilities:**

Identifies the information needed in order to complete the filing of a direct shipper monthly report and contacts direct shipper requesting the information to assure proper and accurate filing.

Applies state liquor laws, administrative rules and federal alcohol laws and policies to direct shipper licenses to ascertain correct filing practices.

Identifies specific areas of income and deduction for examination requesting documentation or substantiation of amounts reported, insuring proper classification of income and deduction and adjusting direct shipper reports, citing proper state liquor laws or rules used in determining taxable amount.

Answers direct shipper and compliance agencies' questions via telephone and in writing, communicating state liquor laws or rules in a clear and concise manner.

Prepare standard department forms for administration documenting proper auditing practices and preparing standard direct shipper monthly reports to provide audit control and tracking.

Operates standard department personal computers used in completing examinations and correspondence.

Applies state law changes to New Hampshire direct shipper reports, ascertaining the proper tax liability.

Evaluates direct shipper reports for proper payment, verifying proper receipt of funds.

Other information:

Education: Associate's degree from a recognized college or technical institute with a major study in accounting or business management. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years of experience in accounting or auditing work, with responsibility for providing program information to others. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license and/or access to transportation for travel within or outside state.

Preferred Work Traits: Knowledge of accounting and auditing principles and methods. Ability to perform mathematical computations appropriate to the job assigned. Ability to prepare comprehensive, documented audit reports. Ability to learn appropriate N.H. Title XIII laws and regulations as well as Federal Alcohol laws and regulations. Ability to discuss Liquor laws with direct shippers, their representatives, or with employees. Ability to write business letters and make necessary telephone contacts. Ability to establish and maintain effective working relationship with direct shippers, other employees and the general public. Ability to work out controversial matters in a tactful manner. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**SPECIAL REQUIREMENTS:**

For appointment consideration, Program Assistant II applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

Applicants will be subject to criminal background and reference screenings.

Employees may be required to pay an agency/union fee.

In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature should be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office for the agency listed above.

Prior to applying, please be sure that you have completed your profile including your complete employment history, education history, credentials and contact information. Please bear in mind that your education and experience must be relevant to the specific position for which you are submitting an application. You are encouraged

to provide a copy of your current resume, but resumes will not be accepted in place of a fully completed application for employment.

For further information please contact Cathy Thornton, 603-230-7052

[hr@liquor.state.nh.us](mailto:hr@liquor.state.nh.us)